



Department of Accounts Charge Card Bulletin

August 19, 2005

Bulletin 2005-03

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Contact Us

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Agency Setup for Purchase Card Program

In order to set up each agency with GE MasterCard PCard, each agency must complete the purchase card setup form. This form must be returned to Valerie Smith at DOA no later than September 3rd. It must be returned electronically. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

If your agency has a Gold card(s), you will be automatically set up by DOA.

This form can be found on the Charge Card Administration web page.

DUE DATE: No later than September 3rd

Agency Setup for Travel Card Program

In order to set up each agency with GE MasterCard Travel Cards, each agency must complete the travel card setup form. This form must be returned to Valerie Smith at DOA no later than September 3rd. It must be returned electronically. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

This form can be found on the Charge Card Administration web page.

DUE DATE: No later than September 3rd

Program Administrator Form

Each individual at each agency who is designated as a Program Administrator or Backup Program Administrator must complete the Program Administrator form. This form must be signed by your Agency Head or Authorizing Officer. The Authorizing Officer can be a staff member who has been designated by your agency to sign documents on behalf of your Agency Head. This document has instructions on page 2 and must be faxed to DOA no later than September 3rd. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

This form can be found on the Charge Card Administration web page.

DUE DATE: No later than September 3rd

SAM Reporting Request Form

Crucial Dates

Week of August 15th

IT calls to agency PA's

Beginning week of August 22nd

Implementation calls to PA's of programs

August 26th

IT Questionnaire's Due

September 3rd

Agency Purchase Card Setup Due

Agency Travel Card Setup Due

Program Administrator Form Due

SAM Reporting Request Form Due

Agency EBill Access Request Form Due

September 26-30th

Regional Training on new Program (see Bulletin 2005-001)

October 18th

Session at the VAGP Conference
& attend Vendor Expo

November 13-17th

Session at the Procurement
Forum in Roanoke & attend
Vendor Expo

November 18th

Session at the Fall FOCUS
Meeting in Virginia Beach

The SAM Reporting Request form must be completed for any individual at an agency who only needs access to the agency's reports. Program Administrators do not need to complete this form. PAs will receive their SAM access via the Program Administrator form.

Individuals (Fiscal, Internal Audit, etc) who have access to AMEX@Work for reporting-only need to complete this form. The Agency's Corporate bill cannot be accessed from SAM. Individuals who need to access the agency's bill will need to complete the Agency Bill Access Form (see below).

The SAM reporting request form must be faxed to DOA no later than September 3rd. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

This form can be found on the Charge Card Administration web page.

DUE DATE: No later than September 3rd

Agency EBill Access Request Form

The Agency EBill Access Request form must be completed for any individual at an agency who only needs electronic access to the agency's monthly consolidated bill. Typically, the bill data is available 24 hours after cycle close. This form is for individuals who are not PAs.

Individuals (Fiscal, Internal Audit, etc) who have access to AMEX@Work for reporting-only need to complete this form. The Agency's Corporate bill cannot be accessed from SAM.

This form must be faxed to DOA no later than September 3rd. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

This form can be found on the Charge Card Administration web page.

DUE DATE: No later than September 3rd

GE MasterCard to begin Implementation Calls with Agencies

GE MasterCard will begin contacting PAs at each agency the week of August 22nd to review the Setup forms listed above and to answer any GE MasterCard questions you may have. GE MasterCard will use the list of PAs for each program based on your 2005 Update of Contacts submitted to DOA.

Please keep in mind that there are over 250 agencies participating in the programs and each agency will be contacted individually; therefore, some agencies may not be called until mid to late September.